



# PEACE CORPS - INDONESIA

## POSITIONS ANNOUNCEMENTS

The United States Peace Corps program in Indonesia seeks qualified and motivated candidates for the following positions in SURABAYA. Peace Corps Indonesia is a U.S. government agency partnering with the Government of Indonesia in the areas of technical cooperation and cultural understanding between the two countries. Peace Corps brings volunteers from the United States to work at Indonesian schools to assist in the development of English language instruction and undertake other technical cooperation projects. Our first Volunteers have arrived in March and are currently working in schools throughout East Java.

Position	General Services Technician/Driver
Division/Department	General Services
Location	Based in Surabaya, works throughout Indonesia
Reports to	Administrative Officer, Coordinated by the General Services Manager

Full Performance Starting Remuneration Per Annum: Rp 45,033,010 plus Idul Fitri bonus, retirement/severance payment, and health benefits

## STATEMENT OF WORK (SOW)

### GENERAL DESCRIPTION

Under the supervision of the Administrative Officer and the guidance of the General Services Manager (GSM), provides all manner of General Services to Peace Corps Indonesia staff. In particular, provides transportation to staff, Volunteers and other personnel conducting official Peace Corps business. Acts as back-up for the Receptionist and assistant to the General Services Manager.

### Transportation Duties

- Safely provides transportation to staff, Volunteers, and others to conduct official business for Peace Corps Indonesia.
- Transports supplies, equipment, materials, mail, and other communication to and from the Peace Corps office.
- Assures that vehicles are properly operated in accordance with Peace Corps and USG guidelines, local laws, and manufacturer specifications.
- Maintains vehicles in good mechanical operating condition. Performs minor mechanical maintenance as necessary. Alerts GSM of any significant mechanical problems and coordinates with GSM for their repair.
- Cleans vehicles and ensures that vehicles are locked and garaged after office hours.
- Ensures vehicles have sufficient fuel for planned activities and purchases fuel when necessary. Ensures that vehicle have full tanks at the end of each work day in case of emergency.
- Maintains daily vehicle logs of all travel.
- Provides "guard" services to cashier and other staff carrying cash to and from the bank and vendors.
- Serves as Duty Driver when scheduled to respond to off-hour emergency transportation needs. Provides support to other staff members and Volunteers as needed during emergency situations.
- Performs required errands, to include purchase on local supplies, and payment of bills to local suppliers.
- Maintains garages in good order.

### General Administrative Support

- Assists GSM in planning for transportation for all staff travel and official events.
- Assists with moving of furniture and equipment and retrieving supplies from storage, as needed.
- Picks up/delivers mail, faxes, documents, and packages as needed. Facilitates customs clearance for mail, packages or other items. Assists in sorting and distribution of mail.
- Performs receptionist functions (e.g., answering or transferring phone calls and/or taking messages, etc.) on a back-up basis, and guard relief duty when needed.
- Conducts inventory of equipment and supplies when needed. Assists GSM in record keeping, organization, and distribution of inventory. Assists in monitoring supply levels and need for supply orders.
- Performs general office maintenance, such as changing office light bulbs and conducting minor office or PC housing repairs.
- Maintains fuel log and any other supply or usage tracking as needed.
- Assists and backs up all General Services duties as assigned.

### Other

- During site visits and preparation, works with Programming and Safety and Security team to gather information regarding local facilities, resources, and culture.
- Gathers information about costs throughout areas of Volunteer assignment, particularly when through conducting market basket surveys when needed.
- Performs other duties as assigned according to Peace Corps Indonesia's needs.

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<b>SAFETY AND SECURITY SUPPORT</b>	
<ul style="list-style-type: none"> <li>Provides safety and security support to PC Volunteers and staff and assists in MS 270 regulations compliance.</li> <li>May act as duty officer to support PCVs during emergencies on a 24/7 basis on a rotating schedule with other staff.</li> </ul>	
<b>LEVEL AND EFFORT</b>	
<ul style="list-style-type: none"> <li>Performs duties at assigned Post during a 40 hour work week. Will be required to travel on an overnight basis as needed to support PCVs. May be required to work outside of or in addition to normally scheduled hours to support PCVs and fulfill other post requirements. May participate in in-country or out-of-country trainings provided to PC staff.</li> </ul>	
<b>OCCASIONAL MONEY HOLDER</b>	
<ul style="list-style-type: none"> <li>The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.</li> </ul>	
<b>WORK EXPERIENCE REQUIREMENTS AND QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Experience:</b> At least three years of driving experience, preferably with an international organization.</li> <li><input type="checkbox"/> <b>Languages:</b> Fluent in Bahasa Indonesian. Some knowledge of English required. Knowledge of Javanese and Madurese preferred.</li> <li><input type="checkbox"/> <b>Knowledge, Skills, and Abilities:</b> <ul style="list-style-type: none"> <li>o Skilled in driving safely in difficult traffic and road conditions.</li> <li>o Ability to interact pleasantly and helpfully with others, while upholding safety and security policies.</li> <li>o Knowledge of Peace Corps' cooperative development philosophy, goals, and policies.</li> <li>o Ability to use computer and Microsoft suite of applications.</li> <li>o Ability to stay on schedule while obeying laws and without sacrificing safety principles.</li> </ul> </li> </ul>	
<b>EDUCATION REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>— Completion of secondary education required.</li> </ul>	

Qualified and interested candidates should send a description of their qualifications and CV by e-mail to [jobs@id.peacecorps.gov](mailto:jobs@id.peacecorps.gov) ASAP. In subject area, state position for which you are applying. Interviews are currently being conducted and will continue until the position is filled.